



Parks & Recreation Board MEETING NOTES APPROVED

MEETING TITLE	Sherwood Parks & Recreation Board
DATE & TIME	08.05.13 7:00 PM
LOCATION	Sherwood City Hall—Community Room
FACILITATOR	David Scheirman
NOTES TAKEN BY	Jennifer Ortiz

ATTENDEES

Parks & Recreation Board		Council Liaison	
X	David Scheirman, Chair	X	Bill Butterfield, City Councilor
X	Mary Reid, Vice Chair		
X	Brian Stecher		
X	Lynn Snyder	X	Kristen Switzer, Community Services Director
--	Michael Damann	X	Jennifer Ortiz, Events and Volunteer Coordinator
X	Lu Vanderburg	X	Craig Sheldon, Public Works Director
X	Marney Jett		
	VACANT		
	VACANT		

MEETING NOTES

1. Call to Order/Roll Call (Scheirman)
 - The meeting was officially called to order at 7:01 pm.
2. Adjustments to the agenda (Scheirman)
 - None
3. Citizen comment (Scheirman)
 - None
4. Approval of minutes (Scheirman)
 - *Reid motioned to approve the June 3, 2013 minutes. Stecher seconded. All in favor; motion passed.*
5. Park Renovation & Refurbishment Plan (Sheldon)
 - Sheldon handed out copies of the 2014 to 2023 Parks Facility Asset Management Plan (see exhibit A). Sheldon would like the PRB to review the document and provide input and questions that can be addressed at the September PRB meeting. He reminded the board that the document is in draft form. The goal is to have the PRB approve and recommend a final draft of the plan at the November meeting. He also shared a PowerPoint presentation with the board, which provided an overview of the plan (see exhibit B).

6. Murdock Park Playground Replacement (Sheldon)

- Sheldon shared a PowerPoint presentation with the board (see exhibit B). He highlighted that, out of all play structures in Sherwood, the Murdock Park play structure is currently in the worst shape. The play structure was built in 1998 and the slides and platforms have been replaced over the years. The current border has rotted out and is not ADA accessible. He shared that this year's budget includes funds to replace this structure. Public Works staff has chosen 4 options for the replacement. There will be a neighborhood meeting held on August 19, at which time residents will be able to weigh in on the selection. Sheldon requested the board to review the 4 options and narrow it down to their top 2 choices. Snyder asked Sheldon if the cost of installation is included in the estimates. Sheldon confirmed that the estimates include installation costs. Vanderburg asked Sheldon what the new border will be made of. Sheldon stated that the new border will be concrete instead of wood. A concrete border will last 30-40 years. Jett asked if the maintenance costs are equivalent for each of the choices. Sheldon confirmed that the maintenance costs would be equivalent. All options are constructed of the same materials. *Reid motioned to select #1 and #4 as options to offer at the neighborhood meeting. Jett seconded. All in favor; motion passed.*

7. Woodhaven Park Open Space Project (Sheldon)

- Sheldon stated that he would like to share some of his goals for Woodhaven Park with the PRB since the board has been wanting to move forward with developing the space. Sheldon shared a PowerPoint presentation that outlined a plan to clean up the open space near Woodhaven Park (see exhibit B). The City would work with R2R and Friends for Trees to complete the project.

8. Open Space Tree Removal (Sheldon)

- Sheldon shared a PowerPoint presentation that described the circumstances of trees in four separate locations around town (see exhibit B). These trees have been inspected by an arborist and have been recommended for removal. Most of these trees are already dead, or severely damaged. Snyder asked if the Public Works Department plans to notify neighbors of the tree removals. Sheldon stated that the Public Works Department will be distributing door hangers in order to notify the affected residents. *Scheirman motioned to approve the tree removals as suggested. Reid seconded. All in favor; motion passed.*

9. Park Project Update (Sheldon)

- Sheldon shared a PowerPoint presentation that provided updates on various park projects (see exhibit B).

10. Park Maintenance Update (Sheldon)

- Sheldon shared a PowerPoint presentation to update the PRB on park maintenance (see exhibit B).

11. Reports & Updates

a. Cedar Creek Trail Project Update (Switzer)

- Switzer stated that there is not much of an update for the Cedar Creek Trail Project. Miller is still waiting on the IGA from ODOT. Once that is finalized, the RFP will be sent out. Miller has been keeping the LTAC up to date on the progress of the project.

b. Community Center Update (Switzer)

- Switzer shared that the plans for the structure itself are close to being finalized. They are now working on amenities. Many items had to be cut back in order to stay within budget.

c. Recreation Monthly Report (Switzer)

○ May Recreation Report

- May was a busy month. One softball tournament, two baseball tournaments, and the Sherwood Shootout Lacrosse tournament were held.
- The lacrosse tournament brought 12 teams into town. Two teams came from as far as Issaquah, Washington.
- The softball tournament had 16 teams attend from as far away as Redmond.
- Youth baseball had 42 teams in town, with teams from as far away as The Dalles and Washougal, Washington.
- Youth softball also played 47 league games during the month of May.
- Youth baseball played approximately 86 league games during the month.
- The Greater Portland Soccer District played 3 adult games at Snyder Park during the month.
- Youth Soccer held their Classic tryouts at Snyder Park on May 8 and 9.
- Youth lacrosse played approximately 36 league games at various fields during the month.
- Youth track continued to practice at SMS, but will be moving to the high school once graduation is over.

Monthly Report May 2013					
<u>May-13</u>	<u>May-13</u>	<u>-</u>	<u>YTD</u>		<u>May-12</u>
-					
<u>Usage</u>		People		People	People
-	<u>Count</u>	<u>Served*</u>	<u>Count</u>	<u>Served*</u>	<u>Served*</u>
Leagues	4	312	27	5260	585
Rentals	79	1580	831	18786	2424
Other (Classes)					
[1] Day Use	7	53	86	502	68
Total Usage		1945		24548	3077
<u>Income</u>	<u>May-13</u>	<u>YTD</u>			
Rentals	\$4,970	\$50,582			
League fees (indoor)	\$2,085	\$61,328	-	-	
Card fees (indoor)	\$40	\$3,470			
Day Use	\$129	\$1,710			
Advertising					
Snacks	\$286	\$5,107			

Classes					
Total	\$7,510	\$122,197			
FY 11 12	-	-			
<u>Income</u>	<u>May-12</u>	<u>YTD</u>			
Rentals	\$4,649	\$46,027			
League fees (indoor)	\$9,555	\$82,084			
Card fees (indoor)	\$190	\$4,550			
Day Use	\$134	\$1,617			
Advertising	\$1,500	\$1,500			
Snacks	\$388	\$5,216			
Classes		\$175			
Total	\$16,416	\$141,169			
**Estimated number of people served based on fact that all rentals have a varying number of people. Each team also will carry a different # of people on their roster.					

- June Recreation Report
 - June was a busy month. Youth baseball played approximately 87 league games in Sherwood during the month.
 - Youth baseball also held four tournaments in town, bringing over 80 teams in from all over the Portland metro area.
 - Youth softball held 11 league games in June.
 - Youth softball also held 2 tournaments at the high school, which brought in 24 teams from all over the state.
 - Youth lacrosse finished up during the first week of the month.
 - Youth soccer's Classic teams are still practicing.

Monthly Report June 2013					
<u>June-13</u>	<u>Jun-13</u>	-	<u>YTD</u>		<u>Jun-12</u>
-					
<u>Usage</u>		People		People	People
-	<u>Count</u>	<u>Served*</u>	<u>Count</u>	<u>Served*</u>	<u>Served*</u>
Leagues	4	338	27	5598	351
Rentals	76	1064	907	19850	325
Other (Classes)					
[1] Day Use	2	5	88	507	32
Total Usage		1407		25955	708
<u>Income</u>	<u>Jun-13</u>	<u>YTD</u>			
Rentals	\$4,770	\$55,352			
League fees (indoor)	\$5,800	\$67,128	-	-	
Card fees (indoor)	\$150	\$3,620			

Day Use	\$25	\$1,735			
Advertising	\$1,500	\$1,500			
Snacks	\$179	\$5,286			
Classes					
Total	\$12,424	\$134,621			
FY 11 12	-	-			
<u>Income</u>	<u>Jun-12</u>	<u>YTD</u>			
Rentals	\$900	\$46,927			
League fees (indoor)	\$3,254	\$85,338			
Card fees (indoor)	\$120	\$4,670			
Day Use	\$64	\$1,681			
Advertising		\$1,500			
Snacks	\$258	\$5,474			
Classes		\$175			
Total	\$4,596	\$145,765			
**Estimated number of people served based on fact that all rentals have a varying number of people. Each team also will carry a different # of people on their roster.					

- July Recreation Report
 - Baseball and softball both finished up in July.
 - Baseball hosted both the JBO Midget District Tournament and the JBO Junior State Tournament during the month of July.
 - Baseball and softball will both have a fall season that will play Sundays at the high school (softball) and at Hopkins (baseball).
 - The Classic soccer teams continued to practice during the month.
 - The Beaverton Cup held 6 games at the high school on July 19.
 - The Lake Oswego Nike Cup held 29 games at Snyder Park and the high school, July 26-28.
 - Most fall sports have already started practices, with the exception of volleyball.

Monthly Report July 2013					
<u>July-13</u>	<u>Jul-13</u>	-	<u>YTD</u>		<u>Jul-12</u>
-					
<u>Usage</u>		People		People	People
-	<u>Count</u>	<u>Served*</u>	<u>Count</u>	<u>Served*</u>	<u>Served*</u>
Leagues	3	273	3	273	315
Rentals	14	308	14	308	770
Other (Classes)					
[1] Day Use	1	5		5	17
Total Usage		586		586	1102

<u>Income</u>	<u>Jul-13</u>	<u>YTD</u>			
Rentals	\$1,020	\$1,020			
League fees (indoor)	\$2,152	\$2,152	-	-	
Card fees (indoor)	\$10	\$10			
Day Use	\$15	\$15			
Advertising					
Snacks	\$65	\$65			
Classes					
Total	\$3,262	\$3,262			
FY 12 13	-	-			
<u>Income</u>	<u>Jul-12</u>	<u>YTD</u>			
Rentals	\$3,420	\$3,420			
League fees (indoor)	\$3,976	\$3,976			
Card fees (indoor)	\$110	\$110			
Day Use	\$76	\$76			
Advertising					
Snacks	\$94	\$94			
Classes					
Total	\$7,676	\$7,676			
**Estimated number of people served based on fact that all rentals have a varying number of people. Each team also will carry a different # of people on their roster.					

12. Council updates (Butterfield)

- Butterfield shared that Council has been busy since the Walmart announcement. They will begin focusing on the budget soon.

13. Other

- Vanderburg asked Sheldon who is in charge of the rental of the concession stand at Snyder Park. Switzer shared that the Community Services Department handles it. Vanderburg stated that he knows of someone who might be interested in renting it, but they had heard that it is expensive to use. Switzer explained that non-profit organizations are not charged to use it, but for-profit organizations can rent it for \$100/m. They would also need to have a business license to operate it.
- Switzer mentioned that the first Monday in September falls on Labor Day. She asked the board if they would like to move the September meeting to the following Monday, September 9. All members agreed.

14. Next meeting/adjourn

- The next meeting will be held Monday, September 9, 2013 at 7:00 pm at City Hall.

Adjourned at 8:22 pm